

Research Coordinator: Indigenous Health and Wellness

Status: term up to 12 months, with possibility of extension

Primary Purpose: The Research Coordinator will provide exemplary support to the Cameco Chair in Indigenous Health and Wellness at the University of Saskatchewan by leading the management and coordination of research activities related to the Chair.

Nature of Work: As a valued member of the Indigenous Health and Wellness research team, this Research Coordinator will report to the Cameco Chair in Indigenous Health and Wellness. The Research Coordinator will build and maintain professional relationships to work collaboratively with community and university stakeholders, research assistants, and faculty as well as independently manage the smooth, effective coordination of disparate research projects. The Research Coordinator will play a key role in developing written materials related to research proposals and projects as well as in the planning, development, implementation and evaluation of policies and procedures.

The work is varied and diverse and new projects are often undertaken as time-sensitive opportunities arise. The work will involve a mix of administrative and research tasks. The Research Coordinator requires a breadth of knowledge and experience in research, project management and University operations. The successful candidate must have the ability to work under pressure in a fast-paced environment while balancing competing deadlines, priorities and multiple projects simultaneously. The individual must exercise sound judgment and have advanced project management skills.

Typical Duties/Accountabilities:

- Provide seamless project management support for the Chair, including communicating with team members and stakeholders, as well as organizing meetings;
- Supervise, support and coordinate the activities of other research personnel;
- Provide research support for the Chair;
- Develop, prepare and finalize a broad range of written materials, including strategic documents, reports, literature reviews, funding proposals, both independently and in collaboration with the Chair and key stakeholders;
- Ensure the decisions of the Chair are administered effectively;
- Develop, prepare and present annual or official reports to funding agencies, key external stakeholders and University leadership/administration;
- Ensure high quality of studies as per regulations stipulated by Tri-Council and other granting agencies, Research Ethics Boards, and other oversight and regulatory bodies;
- Provide administrative support for co-PIs and co-Is whose activities are related to Chair programs;
- Liaise with Chair administration and proactively meet administrative requirements, including the preparation, presentation and maintenance of financial and administrative reports and records of the Chair.

Education: A Master's degree in a Health, Life or Social Sciences discipline is required. A Ph.D. is preferred. A combination of education and experience will be considered.

Experience: A minimum of five years of directly related experience in research administration or an appropriate combination of experience and education will be considered. Knowledge of University of Saskatchewan policies and procedures, including the UniFi System. Demonstrated leadership experience in the research environment is considered a strong asset for this position. Specifically, project management, including successful collaborations with community and university stakeholders, authorship of academic publications, proposals and/or reports, and supervising staff.

Skills:

- Demonstrated competency in the areas of strategic planning, project management and organization;
- ability to work both independently and collaboratively;
- experience delivering proactive, user-oriented support;
- excellent communication skills, both written and verbal;
- strong analytical skills;
- proven ability to effectively work with decision-makers to achieve solutions to unique and complex problems;
- ability to recognize and tactfully maneuver through political situations;
- ability to negotiate effectively in difficult situations;
- demonstrated ability to exercise judgment, tact, diplomacy, and confidentiality;
- highly proficient computer skills;
- evidence of leadership skills.

This position requires technical and policy knowledge, an ability to deal with competing priorities and deadlines, and personal initiative and judgment. It will suit an individual who is creative, innovative, versatile, and committed to upholding standards of accuracy, consistency, transparency, and equity in the University community.

Potential candidates will preferably identify as Indigenous or have Indigenous living experience, and a proven track record of working well with Indigenous people.

Inquiries regarding this position can be directed to Dr. Alexandra King at 306-966-4495.